

City of Marlborough
Commonwealth of Massachusetts



Site Plan Review Committee

Alfred J. Lima, Planning Director
Stephen R. Reid, Building, Commissioner
John Kyle, Fire Chief
Mark Leonard, Police Chief
Priscilla Ryder, Conservation Officer
Patrick Clancy, City Engineer
Robert Landry, Board of Health

Pamela Wilderman, Secretary
Phone: (508) 460-3769
Fax: (508) 624-6504

**APPLICATION FOR SITE PLAN APPROVAL
(FOR NON-RESIDENTIAL AND MAJOR RESIDENTIAL PROJECTS)**

Applications for site plan approval must conform to the requirements of Chapter 63-5 of the Marlborough Code. A complete application includes this form, required plans, and other information identified in the Code. Applications are required to consult with the Director of Planning at a "pre-application" review, prior to submitting a formal application. The applicant is required to publish a public notice (see Section 63-5(B)(6)), using the form attached, within 14 days of submitting this application to the Building Department.

1. PROJECT LOCATION

Name of Proposed Facility: _____

No. & Street: _____

Assessor's Map No(s). _____ Parcel No(s). _____

2. APPLICANT

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

3. **PROPERTY OWNER**

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

4. **APPLICANT'S REPRESENTATIVE (contact person for City)**

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

5. **APPLICANT'S ENGINEER (preparing site plan)**

Name: _____

Address: _____

Telephone: _____ FAX: _____

E-Mail: _____

6. **APPLICANT'S LANDSCAPE ARCHITECT**

Name: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

7. WHAT TYPE OF PROJECT IS PROPOSED? (See Section 63-5(B)(1))

☐ Non-residential or ☐ Residential

Provide a brief description of the project; including the proposed type of use, whether expansion or new, size of new buildings, number of new parking spaces, any unusual utility use or impact on abutters (traffic, noise, lighting, odors, hazardous material).

8. OWNER'S CONSENT

If the applicant is not the owner, is written consent of the owner or owner's agent attached (See Section 63-5(B)(7))?

☐ YES ☐ NO

9. APPLICABLE ZONING DISTRICT (S)

Identify all zoning districts, including overlay zones applicable to this site. The zones must also be shown on the site plan cover sheet. (see Section 63-5(C)(2)(b)(3)).

District Name(s) _____

10. WHAT OTHER PERMITS ARE REQUIRED?

- ☐ Wetlands Protection Act (Conservation Commission/DEP)
- ☐ Section 404, Clean Water Act (Army Corps)
- ☐ Water Quality Certification (DEP)
- ☐ C.91 Waterways Permit (DEP)
- ☐ Subdivision Control Act, G.L. C.40 (Planning Board)
- ☐ State Curb Cut (Mass. Highway Dept.)
- ☐ Indirect Access Permit (Mass. Highway Dept.)
- ☐ MEPA ENF or EIR (EOEA)
- ☐ Blasting Permit (Fire Department)
- ☐ Title V (septic system) approval (Board of Health)
- ☐ Building Permit (Building Department)
- ☐ Special Permit (City Council or ZBA)
- ☐ Sign Permit (Building Department)
- ☐ Variance (ZBA)
- ☐ Street Opening Permit (DPW, Engineering Dept.)
- ☐ Sewer Connection Permit (DPW, City Council, DEP)
- ☐ Other: _____

11. WETLANDS RESTRICTION

Are wetlands protected by the Inland Wetlands Restriction?
 Act (G.L. C.131, s.40A) located on or adjacent to the
 project site? ☐ YES ☐ NO

12. WHAT IS THE FEDERAL FLOOD INSURANCE RATE ZONE?

(See the Flood Insurance Rate Maps available at the Building
 and Conservation Departments.)

13. SUBMITTED PLANS AND REPORTS

See Section 63-5(C) for submission requirements.

TITLE	DATE	STAMPED BY

Include a locus map per Section 63-5(C)(2)(b)(1).

14. PUBLIC NOTICE

Applicants for Site Plan Approval under C.63-5 of the Marlborough Code must
 publish a public notice using the format below (see next page). A copy of the public
 notice must be submitted with this application. Applications for Site Plan Approval
 shall not be certified as complete unless the public notice is properly published.

Date of publication _____

Name of Newspaper _____

(Form for notice -- see attached sheet)

15. **HISTORIC BUILDING NOTICE**

Is the site within 250 feet of any building, cemetery or monument built before 1850?

☐ Yes ☐ No

If in doubt, ask the Historic Commission (Tel: 481-2400). If the answer is "Yes", send A photocopy of the public notice and one copy of the site plans (excluding utilities):

Chairman, Historic Commission,
City Hall,
Marlborough, MA 01752.

16. **APPLICANT'S** SIGNATURE (sign below)

Applicant's or Representative's
Signature

Date

APPLICANT SHALL SUBMIT THIS FORM TO THE BUILDING DEPARTMENT WITH ALL REQUIRED PLANS (8 COPIES OF PLANS, 4 COPIES OF TRAFFIC AND DRAINAGE REPORTS) AFTER A "PRE-APPLICATION REVIEW" WITH THE CITY REVIEWING AUTHORITY AT WHICH MOST REQUIREMENTS CAN BE EXPLAINED AND DISCUSSED.

THE APPLICANT IS ALSO REQUIRED TO ATTEND A PRELIMINARY SCOPING SESSION WITH THE SITE PLAN REVIEW COMMITTEE PRIOR TO SUBMITTING THIS FORM.

For Office Use Only:

Date received: _____

Case #: _____

**SITE PLAN APPROVAL
PUBLIC NOTICE FORM**

Applicants for Site Plan Approval under C.63-5 of the Marlborough Code must publish a public notice once in a newspaper of local circulation, using the format below. A copy of the public notice must be submitted to Building Department with the application for Site Plan Approval. Fill out form below. Send to newspaper.

MetroWest Daily News, Framingham, 01701
Advertising FAX # 1-781-453-6650
To either Pamela Dearborn 781-433-7916

Clip and send to newspaper

**CITY OF MARLBOROUGH
PUBLIC NOTICE OF SITE PLAN SUBMISSION**

A proposed site plan has been submitted for the following project, and is available for public inspection in the office of the Building Inspector, City Hall, 140 Main Street, Marlborough, MA 01752.

Project Name and Type of Use: _____

Project Street Address: _____

Applicant's Name: _____

The City will accept public comments until 14 days from the date of this publication. This notice is published in accordance with requirements of the City Code, Chapter 63-5, Site Plan Review and Approval.

SITE PLAN REVIEW COMMITTEE

Alfred Lima, Director of Planning
140 Main Street 508-460-3799

John Kyle, Fire Chief
215 Maple Street 508-624-6986

Mark Leonard, Police Chief
335 Bolton Street 508-624-6974

Patrick Clancy, City Engineer
135 Neil Street 508-624-6913

Stephen Reid, Zoning Enforcement Officer/Building Commissioner
140 Main Street 508-460-3725

Priscilla Ryder, Conservation Officer
140 Main Street 508-460-3768

Robert Landry, Board of Health Agent
140 Main Street 508-460-3753

Pamela H. Wilderman, Secretary
140 Main Street 508-460-3769